



Job Aid: How to Record a Contract Purchase Previously Made

This Job Aid Shows How To:

- Create an RPA Release Requisition in [COMMBUYS](#). This is accomplished after a purchase has already been made.

Of Special Note:

What are RPA Release Requisitions and When Are They Appropriate?

The Operational Services Division has numerous Statewide Contracts that allow buyers to record contract purchases in COMMBUYS **after** the purchase has been made. These COMMBUYS Statewide Contract transactions are called RPA Release Requisitions. They are appropriate in circumstances where the normal COMMBUYS Statewide Contract Purchase Order process is not possible. Examples of these include:

- Situations where the final purchase price is not known until receipt of an invoice. For example: purchase of propane (ENE46), staff augmentation (ITS63) or network services (ITT46), among others; or
- Unanticipated circumstances, such as replacement of a flat tire (VEH97) or windshield (VEH103).

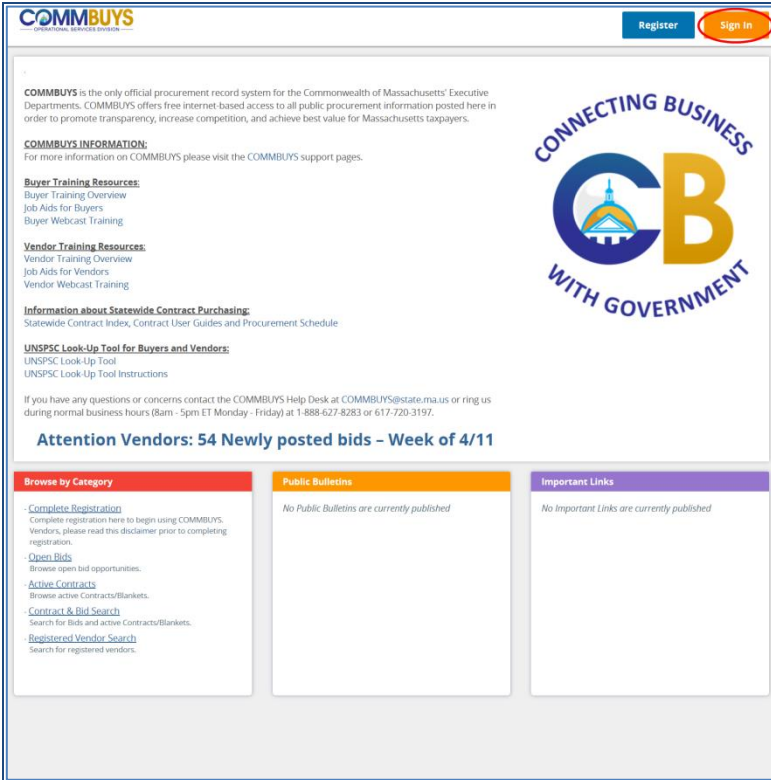
NOTE: Because these transactions already have taken place, the RPA Release Requisition will not result in a PO being sent to the vendor.

[Contract User Guides](#) indicate whether a contract accommodates RPA Release Requisition functionality and any limitations. Buyers also may find a list of RPA-enabled contracts using the *Expanded Search* in the [Statewide Contract Index](#). Find Contract User Guides, the Statewide Contract Index, and Index instructions at mass.gov/osd > Search: [Buy from a Statewide Contract](#).

NOTE: RPA Requisitions (as opposed to RPA *Release* Requisitions) in COMMBUYS record *off-contract* purchases when the normal procurement process is impractical due to impending need (emergency purchases) and for one-time incidental purchases up to \$10,000. Locate the *How to Create an RPA Requisition Job Aid* at mass.gov/osd.

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Screenshot

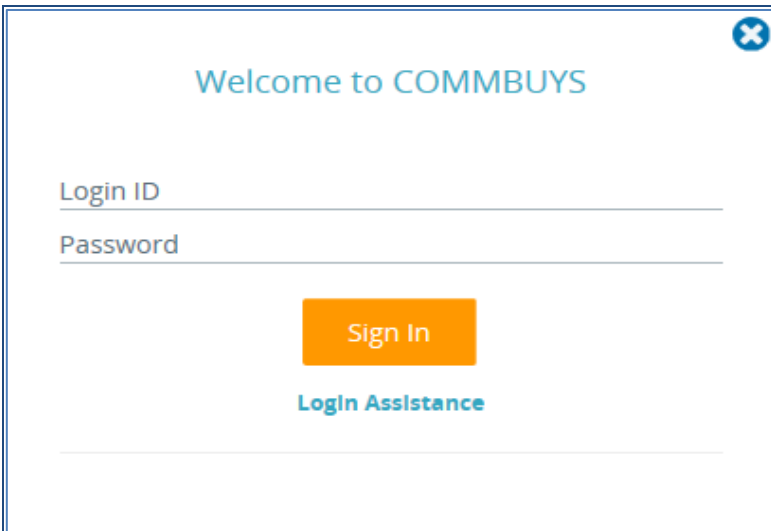


The screenshot shows the COMMBUYS website homepage. At the top, there is a header with the COMMBUYS logo and a navigation bar with 'Register' and 'Sign In' buttons. The main content area features a large banner with the text 'CONNECTING BUSINESS WITH GOVERNMENT' and a logo. Below the banner, there is a section titled 'COMMBUYS INFORMATION' with links to 'Buyer Training Resources' and 'Vendor Training Resources'. A section titled 'Attention Vendors: 54 Newly posted bids - Week of 4/11' is also visible. At the bottom, there are three columns: 'Browse by Category' with links to 'Complete Registration', 'Open Bids', 'Active Contracts', 'Contract & Bid Search', and 'Registered Vendor Search'; 'Public Bulletins' with the text 'No Public Bulletins are currently published'; and 'Important Links' with the text 'No Important Links are currently published'.

Directions

Step 1: Logging into COMMBUYS

1. Launch the COMMBUYS website by entering the URL
<https://www.commbuys.com>.
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.



The screenshot shows the COMMBUYS login page. At the top, there is a header with the text 'Welcome to COMMBUYS' and a close button. Below the header, there are two input fields labeled 'Login ID' and 'Password'. A large orange 'Sign In' button is centered below the input fields. At the bottom, there is a link labeled 'Login Assistance'.


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Step 2: Creating a New Document

1. Click on the **Add Documents**  icon to begin a new requisition.

2. Select **Requisition** from the dropdown menu.

Step 3: Entering Data in the General Tab

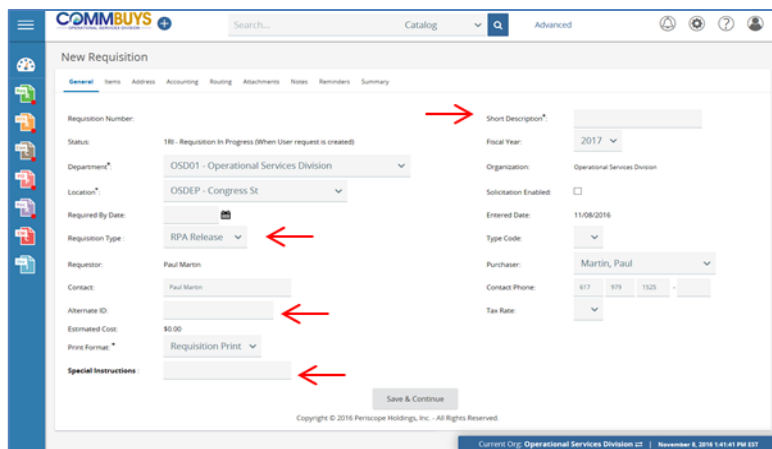
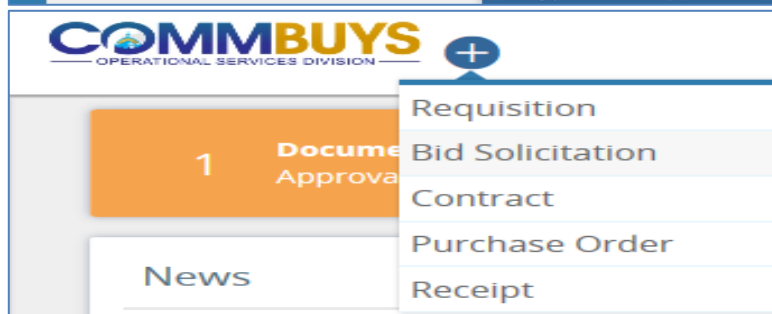
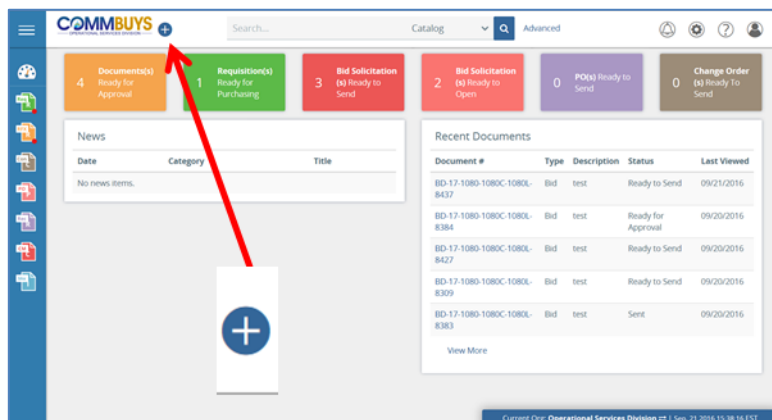
The **General** tab page displays. Fields with asterisks are required fields. The required fields for Department, Location, and Print Format default to values that may be changed if needed.

1. In the required **Short Description** field enter a searchable description of the desired goods or services.

2. Click on the dropdown arrow next to the **Requisition Type** field and select **RPA Release** (do NOT select RPA).

3. **Alternate ID**: Enter information as required. Use this field to enter your agency Massachusetts Management Accounting and Reporting System (MMARS) encumbrance ID or your In-House Financial System's PO Number for non-MMARS users.

4. When you are finished, click on the **Save and Continue** button.



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Step 4: Searching for Items

1. Click on the **Items** tab.
2. Click on the **Search Items** button.

Step 5: Conducting an Item Search

The item lookup or Search Items page opens. Input the search criteria in the **Search Using** field and click on the **Find It** button.

Preferred method:

Click on the **Plus Sign icon (+)** next to **Advanced Search** to open more search fields.

The most often used fields are:

Description: Enter the Statewide Contract Number

Vendor Name: Enter the Vendor Name

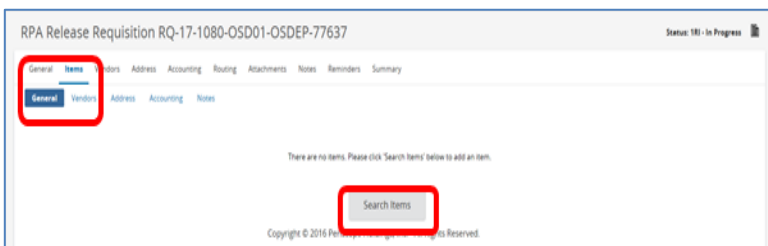
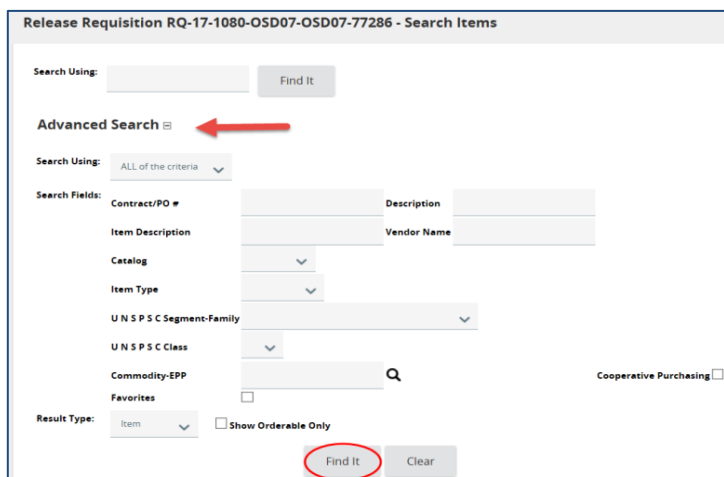
Item Description: Enter the description of the good or service to be purchased

Click on the **Find It** button to reveal search results displayed at the bottom of the page.

Step 6 : Selecting the Item

1. Click the checkbox next to the desired item in the left **Select** column.
2. Enter the item quantity in the **Quantity** column.

To add other items from other pages, click on the **Add to Req & Next Page** button; otherwise click on the **Add to Req & Exit** button.

<input type="checkbox"/>	0	0	DELUXE TIRE CHANGER AIR, High Performance Tire Changer for passenger car, light truck and motorcycle wheels. Designed L...	811608.10	EA - Each	Snap-on Industrial, a Division of ISDC Holdings LLC	25-19- Transportation service equipment 17- Vehicle servicing equipment	21.57%	PO-17-1080-1080C-1080C-7743 / 8784	Yes
<input type="checkbox"/>	0	0	2 SPD TUBER TIRE CHNG, Cars and Light Trucks with OE wheels. Optional adapters for Motorcycle and ATV wheel and tire a...	813185.25	EA - Each	Snap-on Industrial, a Division of ISDC Holdings LLC	25-19- Transportation service equipment 17- Vehicle servicing equipment	21.57%	PO-17-1080-1080C-1080C-7743 / 8795	Yes
<input type="checkbox"/>	0	0	12PK 3202 CLEANING SOLU, Fresh scent formula is a specially formulated multi-surface cleaner for steel, aluminum and st...	805.75	EA - Each	Snap-on Industrial, a Division of ISDC Holdings LLC	33-13- Personal care products 16- Bath and body	34.12%	PO-17-1080-1080C-1080C-7743 / 8897	Yes
<input checked="" type="checkbox"/>	3	0	BIG KONG X CREEPER, 13 and "wide padded creeper with 6-in. pneumatic tires. Provides a smooth ride over rough terrain...	8381.95	EA - Each	Snap-on Industrial, a Division of ISDC Holdings LLC	24-10- Material handling machinery and equipment 15- Industrial trucks	34.12%	PO-17-1080-1080C-1080C-7743 / 10445	Yes
<input type="checkbox"/>	0	0	FLUID TRANSF PUMP, Transfer or siphon all types of fluids including coolants, oil, transmission fluid and water. Use to...	826.50	EA - Each	Snap-on Industrial, a Division of ISDC Holdings LLC	25-17- Transportation components and systems 17- Braking systems and components	34.10%	PO-17-1080-1080C-1080C-7743 / 13263	Yes
<input type="checkbox"/>	0	0	38K TUV-WWC EL ORANGE SS TOP, Larger Roll Cntr Base- KRL1023 Stainless work surface and fenders KRL1023 Series TUV an...	828570.00	EA - Each	Snap-on Industrial, a Division of ISDC Holdings LLC	24-11- Containers and storage 24- Storage chests and cabinets and trunks	45.62%	PO-17-1080-1080C-1080C-7743 / 17801	Yes

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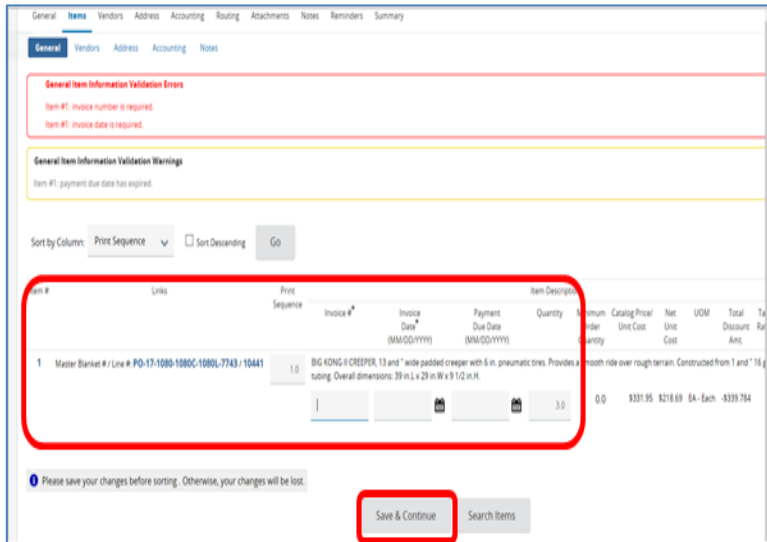
Screenshot

Directions

Step 7: Entering the Invoice Data

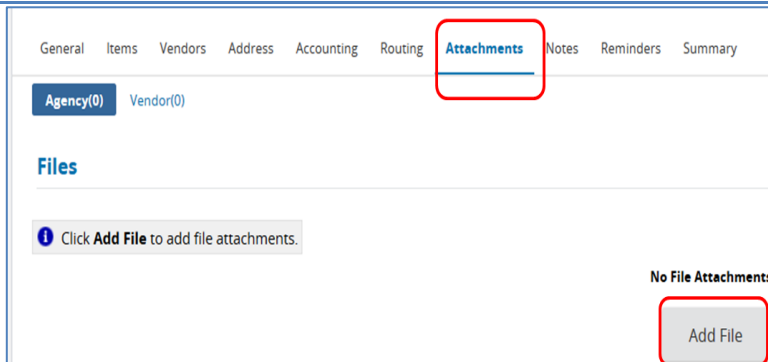
A red error box appears at the top of the page indicating the information that needs to be entered from the Invoice. If it states you need to enter a price, click on the **Enter Info** hyperlink to complete all the fields. Otherwise, follow the steps below.

1. Enter the invoice number in the **Invoice #** field.
2. Enter the **Invoice Date** and **Payment Due Dates** into the respective fields.
3. Click on the **Save & Continue** button.



Step 8: Attaching Documents

As an option, the Attachments tab page may be used to add documents such as invoices, emails, quotes, etc.



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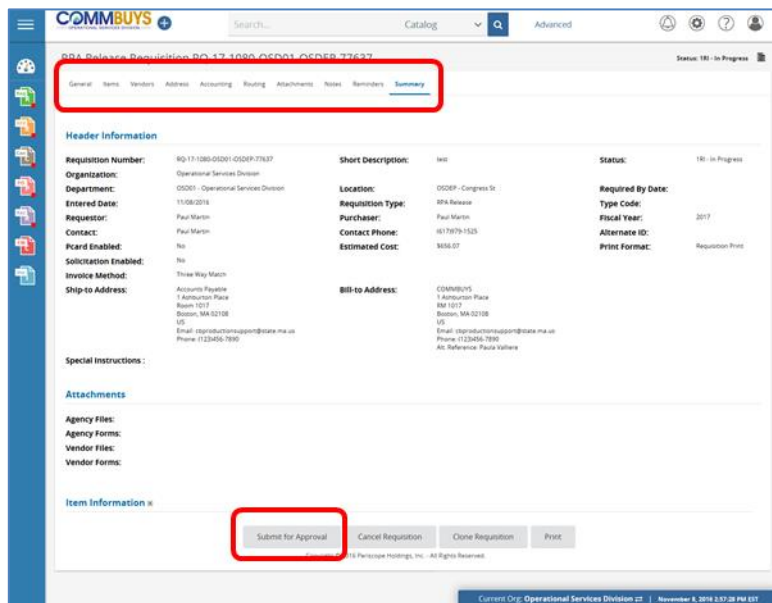
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Step 9: Reviewing the Summary tab

1. Click on the **Summary** tab, validate the information, then click on the **Submit for Approval** button.



RPA Release Requisition RQ-17-1080-OSD01-OSDEP-77637

General Items Vendors Address Accounting Routing Attachments Notes Reminders **Summary**

Status: 180 - In Progress

Header Information

Requestion Number:	RQ-17-1080-OSD01-OSDEP-77637	Short Description:	Net	Status:	180 - In Progress
Organization:	Operational Services Division	Location:	OSDEP - Congress St	Required By Date:	
Department:	OSD01 - Operational Services Division	Requisition Type:	RPA Release	Type Code:	
Entered Date:	11/08/2016	Purchaser:	Paul Martin	Fiscal Year:	2017
Requestor:	Paul Martin	Contact Phone:	(617)979-1525	Alternate ID:	
PCard Enabled:	No	Estimated Cost:	\$654.07	Print Format:	Requisition Print
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
Ship-to Address:	Accounts Payable 1 Administration Place Room 1017 Boston, MA 02108 US Email: rpa@combuys.com Phone: (724)455-7890	Bill-to Address:	COMMBUYS 1 Administration Place Room 1017 Boston, MA 02108 US Email: rpa@combuys.com Phone: (724)455-7890 Attn: Rebecca Paula Vulture		

Special Instructions:

Attachments

Agency Files:
Agency Forms:
Vendor File:
Vendor Forms:

Item Information x

Submit for Approval Cancel Requisition Clone Requisition Print

Current Org: Operational Services Division (2) | November 8, 2016 3:37:38 PM EDT

Step 10: Submitting for Approval

The approval path will display or you're given the option to select the appropriate one. Click the **Save & Continue** button to complete.

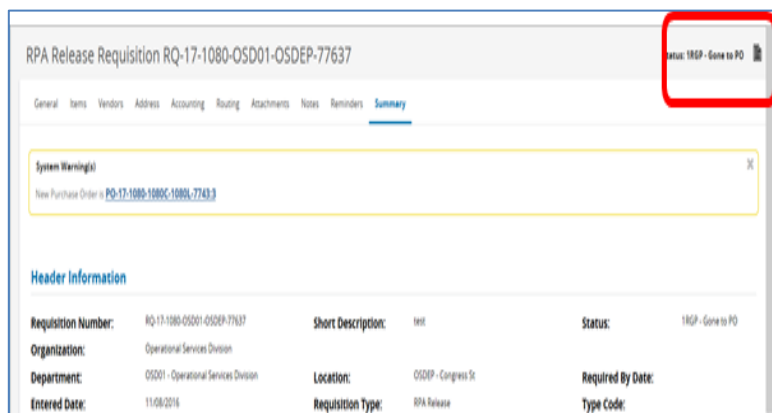
NOTE: The RPA Release requisition will now proceed through your department's approval path (**no image is provided here as approval paths will vary**). You will be informed by COMMBUYS email when the approval is complete.

Step 11: Requisition has Gone to PO

After approval, the Summary tab of the RPA Release requisition will have the status of **Gone to PO**. Your purchase has now been recorded in COMMBUYS and is now complete.

NOTE: The vendor will not receive this PO.

The purchase order for the RPA Release will have the status of **Complete Receipt**. To verify this, click on the blue hyperlink of the PO.



RPA Release Requisition RQ-17-1080-OSD01-OSDEP-77637

General Items Vendors Address Accounting Routing Attachments Notes Reminders **Summary**

Status: 180P - Gone to PO

System Warning(s)

New Purchase Order is [PO-17-1080-1080C-1080C-77433](#)

Header Information

Requestion Number:	RQ-17-1080-OSD01-OSDEP-77637	Short Description:	Net	Status:	180P - Gone to PO
Organization:	Operational Services Division	Location:	OSDEP - Congress St	Required By Date:	
Department:	OSD01 - Operational Services Division	Requisition Type:	RPA Release	Type Code:	
Entered Date:	11/08/2016				